

Assignments, Details, and Transfers

Temporary Duty (TDY)

**Headquarters
Department of the Army
Washington, DC
15 October 1979**

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SUMMARY of CHANGE

AR 614-11

Temporary Duty (TDY)

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

Effective 15 November 1979

Assignments, Details, and Transfers

Temporary Duty (TDY)

By Order of the Secretary of the Army:

E. C. MEYER

General, United States Army

Chief of Staff

Official:

J. C. PENNINGTON

Major General, United States Army

The Adjutant General

History. This UPDATE issue is a reprint of the original form of this regulation that was published on 15 October 1979. Since that time, no changes have been issued to amend the

original. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This revision eliminates reporting requirements, updates office symbols and acronyms, and clarifies procedures for requesting personnel to fill TDY positions.

Applicability. See paragraph 2.

Army management control process.

Supplementation. Local supplementation of this regulation is permitted but not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPE-MPE) WASHDC 20310; other commands will furnish one copy of each to the next higher headquarters.

Interim changes. Interim changes are

not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPE-MPE) WASH DC 20310.

Distribution. Active Army, C; ARNG, D; USAR, D.

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*This regulation supersedes AR 614-11, 9 December 1975; DA Message DAPE-MPE-DR 271430Z Apr 76 (U), Subject: Interim Changes to AR 614-11; it rescinds DA Form 4467-R, 1 December 1975, Subject: Personnel Assigned on TDY, and RCS CSGPA-1369.

RESERVED

1. Purpose

This regulation sets forth policies, procedures, and responsibilities for procuring military personnel (individually or in a group) for TDY.

2. Applicability

a. This regulation applies to the procurement for TDY of military personnel of the Active Army. It also applies to personnel of the Army National Guard and Army Reserve when on active duty (but not active duty for training).

b. This regulation does not apply to TDY in connection with—
(1) Meetings, conferences, program reviews, and similar gatherings in which personnel attend as representatives and remain under the direct control of their parent organizations.

(2) TDY performed as part of assigned duties to fill mission requirements (AR 1–40).

(3) TDY to attend a school or course of instruction.

3. Explanation of terms

a. DA Staff proponent. The staff agency having primary interest in a task that requires procuring TDY personnel. (Staff areas of interest are listed in sec II, chap. 2, AR 10–5.)

b. DA Staff sponsor. The staff agency having primary staff interest in the functions, operations, or mission of a major command or one (or more) of its subordinate commands. (DA Staff sponsors are listed in table 1.)

Table 1
Command-Sponsor Designations

Command	DA Staff Sponsor
USAREUR	ODCSOPS
USARJ	ODCSOPS
EUSA	ODCSOPS
US MACTHAI	ODCSOPS
FORSCOM	ODCSOPS
TRADOC	ODCSOPS
HSC	OTSG
UASCC	OACSAC
DARCOM	ODCSLOG/ODCSRDA
USAREC	ODCSOPER
USCIDC	ODCSOPER
MTMC	ODCSLOG
MDW	OCSA
INSCOM	OACSI
WESTCOM	ODCSOPS

c. Originating organization. Command/agency/activity requiring TDY personnel to perform an assigned mission.

4. Policy

a. TDY personnel will not be used for normal missions to circumvent authorized strength limits.

b. Every effort will be made to fill TDY needs from personnel available to the originating organization.

c. Requests for TDY personnel from agencies or commands outside the originating organization will be initiated at least 120 days before the reporting date. If the 120 day period cannot be met, requests will be initiated sufficiently in advance of the required reporting date to allow personnel selected at least 30 days notice. In those rare cases where 30 days notice cannot be met, include full justification in the request. For those requests sent to HQDA, the Office of the Chief of Staff, Army (HQDA (DACS–DSZ–A)) will make the final decision.

d. Originating organizations will provide funds for travel and per diem for TDY personnel requested from outside their resources. Requests for TDY support that do not give valid fund citations or other means of funding—such as an Intra-Army Order for Reimbursable Services (DA Form 2544) or a form specified by AR 37–27 for other than DA agencies—will be returned to the originating organization without action. Exceptions are noted in paragraph 4e below.

e. If the Office of the Secretary of Defense requests personnel for TDY without a fund citation and DA is directed to absorb the cost, coordinate with the following to obtain citation or an operation program adjustment:

(1) The Staff Management Division, Office of the Chief of Staff (HQDA (DACS–DMS)) for personnel assigned to HQDA, or

(2) The parent command of personnel not assigned to HQDA.

f. Commands/agencies tasked to participate in study efforts to send representatives to similar activities will normally support participating members of their respective commands/agencies.

g. Personnel detailed within the National Capitol Region (as defined in AR 56–11) normally will not be authorized (as advantageous to the government) to use their POV. If unusual circumstances exist, a request for exception for each case may be submitted through channels to HQDA (DACS–DSA).

h. These policies apply for extensions to TDY:

(1) TDY away from home station will be held to a minimum consistent with mission requirements. Paragraphs 3–5a and b, AR 310–10 contain policies on length of TDY and approval of extensions.

(2) The approval of a request for extended TDY does not mean that the same person must be retained in the TDY status. The command or agency may replace the individual if necessary.

5. Procedures

a. Approval authority.

(1) Requests for TDY personnel from an agency outside the Department of Defense (DOD) must be approved by the Special Assistant to the Secretary and Deputy Secretary of Defense (SATSD). Requests must include any change to previously approved TDY support. No commitment will be made to the request before SATSD approval.

(2) Requests for TDY support from an agency within DOD must be approved by the Deputy Assistant Secretary of Defense (Administration) (DASD(A)). Requests must include any changes to previously approved TDY support. No commitment will be made to the request before DASD(A) approval.

(3) Requests for TDY personnel from DOD and the Army Secretariat must be processed through the Administrative Assistant to the Secretary of the Army (SAAA) to Office, Chief of Staff, Army (DACS–DSZ–A).

(4) The Director of the Army Staff (DACS–DSZ–A) will serve as DA Staff proponent for all requests for TDY support from DOD, the Army Secretariat, or another Service. Staff agencies/MACOMs may be tasked directly or the tasking may be passed to the proper DA Staff agencies for proponentcy or sponsorship.

b. Requests originating within the Army Staff (HQDA). The DA Staff agency originating a TDY request will be the DA Staff proponent and will try to fill the requirements from resources within its jurisdiction. If unable to do so, the agency will prepare a tasking directive according to AR 15–1, supplemental Staff procedures, and as noted in paragraph 5d below.

c. Requests originating within the Army but outside the Army Staff (HQDA).

(1) Originating organizations will try to fill TDY requirements from within their own resources. If unable to do so, they will forward a request through command channels. Each level of command will try to fill the requirement from available resources. If the request reaches MACOM level and the MACOM is unable to fill the requirement, the MACOM will try to fill the requirement by direct coordination across lateral command lines.

(2) If the requirement cannot be resolved at MACOM level, the request will be sent to the proper DA Staff agency (see table 1) for preparation of a tasking directive. The DA Staff agency will then become the proponent.

(3) As an exception to the above procedures, when staffing New Equipment Training Teams (NETT), agencies responsible for new equipment training will send requests for additional TDY personnel directly to TRADOC or FORSCOM (AR 71–5).

d. Additional procedures. Additional procedures for TDY missions for the following Teams are contained in AR 12-7:

- (1) Technical Assistance Teams (TAT).
- (2) Quality Assurance Teams (QAT).
- (3) Mobile Training Teams (MTT).

e. Tasking directive.

(1) Before issuing a tasking directive, the DA Staff proponent will informally alert the proper agency/MACOM. This alert notice will provide enough information to permit initial evaluation of the effort required and impact on other agency/command missions. After evaluating the alert notice, the agency/MACOM will either agree to provide the requested personnel or give reasons for noncompliance.

(2) The DA Staff proponent, after coordinating with interested DA Staff agencies/MACOMs, will issue a tasking directive through the DA Staff sponsor(s) (table 1) to the agency/MACOM. The DA Staff sponsor will review, validate, and assign TDY requirements based on current strengths of the agency/MACOM.

(3) If the agency/MACOM being tasked cannot comply with the TDY request, a nonconcurrence with supporting reasons will be forwarded through the DA Staff sponsor to the DA Staff proponent. The DA Staff proponent will try to resolve the issue. If agreement cannot be reached, the DA Staff proponent agency will reclaim in writing to the Director of the Army Staff (DACS-DSZ-A) for resolution.

f. Requests for TDY personnel will contain at least the following data:

- (1) Grade.
- (2) Specialty for commissioned officers; PMOS for warrant officers and enlisted personnel.
- (3) Security clearance (minimum required).
- (4) Special qualifications required.
- (5) Period and length of TDY
- (6) Reporting date and place.
- (7) Purpose. (Include full justification and impact if requirement is not met.)
- (8) Fund citation or other means of funding.
- (9) Availability of messing and billeting facilities.
- (10) Mode of transportation
- (11) Passport and visa requirements
- (12) Clothing requirements
- (13) Special immunization requirements
- (14) Baggage Allowance
- (15) Special instructions, to include expected travel overseas and the period required.

6. Responsibilities

a. Except for requests where HQDA (DACS-DSZ-A) acts as the DA Staff proponent, the DA Staff agency in whose area of interest the TDY requirement falls will act as DA Staff proponent.

b. Director of the Army Staff (DACS-DSZ-A) will—

(1) Receive, evaluate, and determine CSA or VCSA interest in all requests for TDY personnel from the White House, the Congress, other Federal or State agencies, Office Secretary of Defense, and Office Secretary of the Army.

(2) Task DA Staff agencies/MACOMs or refer approved requests to the proper DA Staff proponent.

(3) Resolve conflicts concerning TDY support.

c. Army Staff agencies having field operating agencies under their control will act as DA Staff proponent for TDY requests involving their agencies.

d. Responsibility for furnishing the following personnel will be retained by the agency noted.

(1) Personnel to staff CSA/VCSA/DAS directed ad hoc working groups, panels, committees, task groups, and study groups: HQDA Staff agency, as directed by the Director of the Army Staff (DACS-DSZ-A).

(2) Tour directors and interpreters for visiting personnel: Office of the Assistant Chief of Staff for Intelligence (DAMI-FL).

e. When agencies/commands are unable to identify personnel for specific requirements stated in tasking directives, they may request

assistance in identifying qualified personnel from MILPERCEN, OT-JAG, OTSG, or OCCH, through the Director of the Army Staff (DACS-DSZ-A).

Appendix A

Department of the Army Addresses

The addresses shown below will be used in all correspondence to HQDA.

1. General information pertaining to policies and procedures.

a. HQDA (DAPE-MPE)

WASH DC 20310

b. HQDA (DACS-DSZ-A)

WASH DC 20310

2. Requests/information pertaining to officer personnel.

a. Army Medical Department officers.

HQDA (DASG-PTZ)

WASH DC 20310

b. Chaplains.

HQDA (DACH-PE)

WASH DC 20310

c. Officers of the Judge Advocate General's Corps.

HQDA (DAJA-PT)

WASH DC 20310

d. Officers not assigned to a branch of service covered in *a*, *b*, or *c* above.

HQDA (DAPC-OPD-J)

ALEX VA 22332

3. Requests/information pertaining to enlisted personnel. HQDA (DAPC-EPS-S)

ALEX VA 22332

4. Requests pertaining to official foreign liaison matters.

HQDA (DAMI-FL)

WASH DC 20310

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